

Southeastern Michigan Health Association - Position Opening

POSITION TITLE: *Industrial Hygienist – Entry Level*
 Non-Exempt
 Full Time with Benefits

ANNUAL SALARY: \$ 35, 000 –40, 000 - *Negotiable based upon experience*

LOCATION: *Administrative Office*
 Michigan Department of Community Health
 Environmental Health Division/Healthy Homes Section
 Capitol View Building
 201 Townsend, Fourth Floor
 Lansing, MI 48913

POSITION SUMMARY:

The position classification is equivalent to an entry level industrial hygienist. At this trainee level, the individual hired for this position will have a broad range of professional assignments while learning the methods of the work. The primary responsibilities of this position are to provide technical program support for the training, accreditation, and certification of lead-based paint professionals and abatement contractor companies regulated by the Michigan Department of Community Health. This position will review and process applications for the accreditation and certification of regulated individuals and companies, as well as maintain data systems and website content relative to this function. This position will assist with telephone and electronic inquiries from the regulated community and the general public. This position is responsible for scheduling, administering, and reporting third-party examination data. Responsibilities include preparing documentation associated with compliance investigations, including issuing warning letters and citations. Additional responsibilities include data entry, conference facilitator/meeting planning, and recording minutes. This position requires a moderate amount of travel and may involve some travel before and/or after normal work hours. This position will act as an authority on state and federal lead regulations and lead-based paint hazards and exposure prevention for the public and regulated community. This position will investigate tips and complaints of potential noncompliance with state lead laws. This position will conduct unannounced compliance inspections and field audits of lead professionals. This position will maintain detailed case files of all material relevant to an investigation. This position will present evidence in formal hearings and informal pre-hearing conferences as part of the case appeals process. This position will follow up on all enforcement citations and act as the collections facilitator and collaborate with the Michigan Department of Treasury, as needed.

The position requires training for state certifications, self-study of state regulations, field work, computer skills, and community and environmental health practitioner/client relations. The employee will be acting on behalf of the Michigan Department of Community Health in an authoritative capacity to ensure that lead-based paint activities are conducted per Michigan lead laws and rules to protect the health of Michigan's citizens. The employee's office location is downtown Lansing, Michigan.

SKILLS:

As an entry level position, some knowledge is required of scientific fundamentals; industrial hygiene and methods used in health hazard mitigation; investigative techniques; relationships between environment and health; environmental sampling for physical agents; and state and Federal regulations related to the environment and workplace. Some knowledge or working experience in the construction trades is preferable, as well as experience in favorable working relationships with the public.

Success in the position requires an individual who has good organization, multi-tasking and efficiency skills. The candidate should have the ability to work well as a team member, be self-motivated, and maintain a high level of integrity with colleagues and the public, as well as the ability to make independent decisions on work priorities with minimal supervision after training. The candidate should have the ability to prepare clear, concise and accurate investigative and narrative reports; to effectively communicate subjects in technical and lay language; to represent the State in managing verbal and written communications; and be proficient in Microsoft Office applications, email and Internet.

EDUCATION AND EXPERIENCE:

- Possession of a bachelor's degree in the physical sciences, biological sciences, environmental sciences, or engineering with a minimum of 30 term (20 semester) credits in any combination of biology, chemistry, engineering, environmental health, health physics, industrial hygiene, physics, or toxicology. Equivalent combinations of education and experience that provide the required knowledge, skills and abilities will be evaluated on an individual basis.
- Experience in the recognition, measurement and control of human environmental health hazards is preferable.
- Must have a valid Michigan driver's license, an acceptable driving record, and vehicle insurance while in this position.

Required Note: *Applicants must be presently authorized to work in the United States on a full time basis. E.O.E.*

Application Deadline: *August 1, 2014*

Mail or Fax resume and/or cover sheet to:
Southeast Michigan Health Association
Attention: MDCH/Healthy Homes Section, Wesley Priem
3011 West Grand Boulevard
200 Fisher Building
Detroit, MI 48202
Fax: (313) 873-6504

This position is supported by Federal grant funds and is renewed annually as funds are available. Southeastern Michigan Health Association is an equal opportunity employer.